

DIVISION OF CUSTOMER SERVICES
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS
BOARD OF OCCUPATIONAL THERAPY

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Wednesday, June 29, 2016
3:12 p.m.

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Brett Brumbaugh
Janet L. Rivard Michaud, Chair
Kim Gilbert

BOARD MEMBERS NOT IN ATTENDANCE

William S. Buonanno

STAFF MEMBERS IN ATTENDANCE

Alana Rodriguez, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Occupational Therapy was held on Wednesday, June 29, 2016 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 3:12 p.m. on a motion by Janet Michaud and seconded by Kim Gilbert. Motion carried.

2. Presentation of the March 23, 2016 Open Session Meeting Minutes

Motion was made by Janet Rivard Michaud and seconded by Kim Gilbert to accept the Open Session minutes of March 23, 2016. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

a. Board Member Introduction

Ms. Rodriguez introduced new board member, Brett Brumbaugh to the board. Brett Brumbaugh gave the board a brief introduction.

b. Webfile Repository

Alana Rodriguez informed the Board that the Department is in the process of establishing a webfile repository which will allow board managers to upload board matter documents onto the web. Board members will have access to the webpage and members can review the materials prior to the meeting to prepare to discuss materials at the board meeting. Instructions will be provided when made available.

4. Old Business

a. Application

Ms. Rodriguez advised the board on the process of application revisions. Ms. Rodriguez will pass along the board's suggestions to the Licensing Department. If a statute or regulation change warrants updating applications, the Department will make the appropriate changes.

5. New Business

- a. NBCOT Regulatory Conference in New Orleans, Louisiana
May 11-13 2016 update from Kim Gilbert
Kim Gilbert provided to the board information that was discussed and provided to her at the NBCOT conference such as their online portal to streamline exam results, telehealth and NBCOT national certification. Kim Gilbert encouraged board members to attend NBCOT conferences and/or meetings.

6. Motion to adjourn to Closed Session

Motion was made by Kim Gilbert and seconded by Brett Brumbaugh to adjourn to Closed Session at 4:07 p.m. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

7. Motion to return to Open Session

Motion was made by Kim Gilbert and seconded by Janet Rivard Michaud at 4:08 p.m. to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Adjournment

The next Board of Occupational Therapy meeting will be held Wednesday, December 21, 2016 at 3:00 p.m. at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Kim Gilbert and seconded by Janet Rivard Michaud to adjourn at 4:09 p.m. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alana Rodriguez". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

Alana Rodriguez
Board Manager
Center for Professional Boards and Commissions